

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Principal's Name]  
[School's Name]  
[School's Address]  
[City, State, Zip Code]

Dear [Principal's Name],

Subject: Application for School Transfer

I am writing to formally request a transfer from [Current School Name] to [New School Name] for the upcoming academic year.

[Briefly explain your reasons for transferring, such as relocation, academic programs, or personal circumstances.]

I believe that [New School Name] offers the environment and resources that will best support my educational goals.

Thank you for considering my application. I am looking forward to your response.

Sincerely,

[Your Name]  
[Your Grade/Class]  
[Your Student ID (if applicable)]